



VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD

JOB OPPORTUNITY

STAFF INFORMATION SYSTEMS ANALYST (SPECIALIST)

(Information Security Officer)

EXECUTIVE OFFICE

PERMANENT/FULL-TIME

\$4,732.00 - \$5,754.00

POSITION SUMMARY:

Under the general supervision of the Executive Officer, the Information Security Officer (ISO) is responsible for ensuring the Victim Compensation and Government Claims Board's (Board) compliance with requirements pertaining to information security in accordance with Section 4841.1 of the State Administrative Manual. The incumbent develops, implements, and maintains security policies, procedures, and guidelines for information management to ensure the availability, integrity, and privacy of information in electronic and other formats. The incumbent develops and implements information security strategy and architecture; participates in the planning and implementation of hardware and software systems, applications, and interfaces; assesses the impact of new technology on security; reviews and documents existing and proposed methods of handling personal confidential information, electronic and otherwise; works with others to create policies, procedures, and guidelines to ensure the security and privacy of information; provides information security instruction and training to Board staff; investigates security needs and develop related plans; and, plans and coordinates information security incident investigations and responses in accordance with State requirements.

ESSENTIAL FUNCTIONS:

- Oversee the Board's Information Security Program to protect the Board's resources against misuse, abuse, and unauthorized access.
- Develop and enforce strict controls to regulate information access and use, including the creation and maintenance of information security policies, procedures, and guidelines, and staff awareness and training.
- Perform security analysis and risk assessments to identify system and process vulnerabilities that may cause inappropriate or accidental access, destruction, or disclosure of information.
- Establish and maintain processes for the ongoing analysis of risks associated with Board assets.
- Protect the Board's sensitive resources by establishing, administering, and enforcing access control mechanisms.
- Ensure the recoverability of the Board's systems and information assets by overseeing the development, implementation, testing, and maintenance of the Board's Operational Recovery Plan and Business Resumption Plan.
- Establish procedures and contracts necessary to monitor and ensure compliance of established security and risk management policies and procedures.
- Coordinate with contractors, internal auditors, and the Board's Information Systems Section to ensure collaboration on security and risk issues.
- Coordinate with the Department of Technology Services on matters related to planning, development, and implementation of information security and risk management issues that impact the Board.
- Meet and confer with information security personnel from other state departments, governmental officials, and private sector businesses on matters relating to information security policy and procedures.

WHO MAY APPLY:

Individuals currently at the SISA level or are eligible for appointment (*by way of transfer, list eligibility, or reinstatement*) to this classification. **In addition to their State application, candidates must submit a current resume and cover letter explaining their eligibility and their interest in this position. Applications will be screened and only the most qualified will be interviewed.**

SUBMIT APPLICATION TO:

Victims Compensation and Government Claims Board
Attn: Robin Jones/Human Resources Section
P.O. Box 48
Sacramento, CA 95812-0048
(916) 324-3252
rjones1@vcgcb.ca.gov

FINAL FILING DATE:
May 18, 2006

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. **POSITION SUBJECT TO SROA AND RE-EMPLOYMENT LIST POLICIES AND PROCEDURES. **
(Training and development assignments may be considered for most positions.)

California Relay Service: Voice line: 1-800-735-2922
TDD User: 1-800-735-2929

040-100-1312-002